



U.S. House of Representatives

# COMMITTEE ON ETHICS

## Employee Post-Travel Disclosure Form

☒ Original ☐ Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House, B-81 Cannon House Office Building, within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Courtney Webb Fellows
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR** None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates: Departure: 28 May 2019 Return: 01 June 2018  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR** None ☒
4. Departure City: Washington, DC Destination: Bogota, Medellin Colombia Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Woodrow Wilson International Center for Scholars
6. Describe Meetings and Events Attended: See attached itinerary
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box:*
  - a. ☒ a completed *Sponsor Post-Travel Disclosure Form*;
  - b. ☒ the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Grantmaking or Non-Grantmaking Sponsor Forms*;
  - c. ☒ page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda.  
**Signify statement is true by checking the box:** ☒  
b. If not, explain: \_\_\_\_\_

LEGISLATIVE RESOURCE CENTER  
2019 JUN 10 AM 11:49  
U.S. HOUSE OF REPRESENTATIVES  
CLERK OF THE HOUSE

**I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.**

Signature of Traveler: Courtney Webb Fellows Date: 6/10/2019

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Christopher H. Smith Date: 6/10/2019

Signature of Supervising Member: Chris Smith





U.S. House of Representatives

## COMMITTEE ON ETHICS

## Sponsor Post-Travel Disclosure Form

☐ Original ☐ Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within ten days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) who paid for the trip: Woodrow Wilson International Center for Scholars

2. Travel Destination(s): Bogota and Medellin, Colombia

3. Date of Departure: 28 May 2019 Date of Return: 01 June 2019

4. Name(s) of Traveler(s): See attached list.

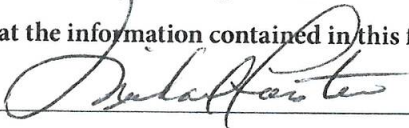
*Note:* You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$1,094.30 round-trip flights and flight to Medellin, Colombia. Passenger vans: \$66.37	Hotel Rosales: \$198.42 InterContinental: \$290.74	\$110.46	Wireless Headsets and Translators: \$391.86
Accompanying Family Member				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box: ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Date: June 6, 2019

Name: Michael Forster

Title: Chief Operating Officer

Organization: Woodrow Wilson International Center for Scholars

**I am an officer of the above-named organization. Signify statement is true by checking box:** ☐

Address: 1300 Pennsylvania Avenue NW Washington, DC 20004

Telephone: 202-691-9966

Email: michael.forster@wilsoncenter.org

**Committee staff may contact the above-named individual if additional information is required.**

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.





U.S. House of Representatives

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Courtney Fellows
2. Sponsor(s) who will be paying for the trip: Woodrow Wilson International Center for Scholars
3. Travel Destination(s): Bogotá, Colombia; Medellín, Colombia
4. a. Date of Departure: Tuesday, May 28th, 2019 Date of Return: Saturday, June 1st, 2019  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No If yes:  
(1) Name of Accompanying Family Member: \_\_\_\_\_  
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying Family Member is at least 18 years of age: ☐ Yes ☒ No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? ☐ Yes ☒ No  
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:  
\_\_\_\_\_  
\_\_\_\_\_

7. *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**

As Senior/Military Legislative Assistant for the Congressman (who is on the Foreign Affairs Committee) I handle all issues pertaining to immigration, Homeland Security, and the Refugee Caucus.

9. **Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?** ☐ Yes ☒ No

10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member

[Signature]

Date

4/25/19





U.S. House of Representatives

# COMMITTEE ON ETHICS

## Primary Trip Sponsor Form

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee website (ethics.house.gov) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor who will be paying for the trip: Woodrow Wilson International Center for Scholars
2. I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent.  
*Signify that the statement is true by checking box:* ☒
3. **Check only one.** I represent that:
  - a. The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip: ☐ **OR**
  - b. The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds: ☐ **OR**
  - c. The primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☒  
If "c" is checked, list the names of the additional sponsors: Carnegie Corporation of New York (See Included Grantmaking Sponsor Form)
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): See attached list. All alumni of the Wilson Center Foreign Policy Fellowship Program were invited to participate.
5. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
6. Date of Departure: Tuesday, May 28th, 2019 Date of Return: Saturday, June 1st, 2019
7.
  - a. City of departure: Washington, DC
  - b. Destination(s): Bogotá, Colombia; Medellín, Colombia
  - c. City of return: Washington, DC
8. **Check only one.** I represent that:
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ **OR**
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ **OR**
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. **Check only one of the following:**
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ **OR**
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐ If you checked this box, explain why the second night of lodging is warranted: \_\_\_\_\_





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# COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box:* ☒
11. **Check only one of the following:**
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify that the statement is true by checking box:* ☒ **OR**
- b. *Not Applicable.* Trip sponsor is a U.S. institution of higher education: ☐
12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/or conducting the trip:  
See attached response.
13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air ☒ Rail ☐ Bus ☐ Car ☐ Other ☐ (specify: \_\_\_\_\_)
- b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (specify: \_\_\_\_\_)
- c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:  
N/A
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box:* ☒
15. **Check only one.** I represent that either:
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ **OR**
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- 1) Detail the cost *per day* of meals (approximate cost may be provided): **DoS M&IE recommendations:**  
Travel Day: \$78; Bogota: \$105; 1/2 Bogota 1/2 Medellin: \$96; Medellin: \$96; Travel Day: \$72. Total: \$447 ☒
- 2) Provide the reason for selecting the location of the event or trip: \_\_\_\_\_  
See attached response.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Rosales Plaza Hotel City: Bogota Cost Per Night: \$98  
Reason(s) for Selecting: Central location, below per diem rate, existing relations
- Hotel Name: The Charlee Hotel City: Medellin Cost Per Night: \$166  
Reason(s) for Selecting: Recommended by US embassy, central and safe location, below or equal to per diem rate
- Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
Reason(s) for Selecting: \_\_\_\_\_
17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking box:* ☒





U.S. House of Representatives

# COMMITTEE ON ETHICS

**18. Total Expenses for each Participant:**

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	Airfare: \$1,200 Armored vehicles (recommended by Dept of State): \$865	Total: \$528 (Bogota: \$98 per night, Medellin: \$166 per night)	\$447 total Travel Days: \$150 Bogota: \$105, Medellin: \$192
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$383 per person	Wireless headsets and translators
For each Accompanying Family Member		

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

**19. Check only one:**

a. I certify that I am an officer of the organization listed below: ☒ **OR**

b. *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Michael Forster Date: 4-18-19

Name: Michael Forster

Title: Chief Operating Officer

Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Avenue NW, Washington, DC 20004

Telephone: 202.691.4366

Email: michael.forster@wilsoncenter.org

If there are any questions regarding this form, please contact the Committee at the following address:

**Committee on Ethics**

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392





U.S. House of Representatives

# COMMITTEE ON ETHICS

## Grantmaking Trip Sponsor Form

This form should be completed by a public charity or private foundation (both as defined under section 501(c)(3) of the Internal Revenue Code) that provides a grant of funds to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. Provide a copy of your completed form to the primary sponsor of the trip.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. I certify that (name of your organization): Carnegie Corporation of New York  
has been designated a § 501(c)(3) nonprofit charitable organization by the Internal Revenue Service. ☒ Yes ☐ No
2. Name of Primary Trip Sponsor: Woodrow Wilson International Center for Scholars
3. I certify that my organization (check and complete a or b):
  - a. ☒ Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
  - b. ☐ Has had a direct role in the organizing, planning, or conducting of a trip to  
Destination: \_\_\_\_\_ on Date: \_\_\_\_\_  
that is being organized or arranged by the above-named Primary Trip Sponsor.
4. **Check only one:**
  - a. ☒ My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
  - b. ☐ My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
5. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
6. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Nicole Howe Buggs Date: 4/17/2019

Name: Nicole Howe Buggs Title: Assoc. Corp Secretary & Director

Organization: Carnegie Corporation of New York

Address: 437 Madison Avenue New York, NY 10022

Telephone: (212) 371-3200 Email: nb@carnegie.org

If there are any questions regarding this form, please contact the Committee at the following address:

### Committee on Ethics

U.S. House of Representatives

1015 Longworth House Office Building, Washington, D.C. 20515

Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida  
*Chairman*

Kenny Marchant, Texas  
*Ranking Member*

Grace Meng, New York  
Susan Wild, Pennsylvania  
Dean Phillips, Minnesota  
Anthony Brown, Maryland

John Ratcliffe, Texas  
George Holding, North Carolina  
Jackie Walorski, Indiana  
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

## **U.S. House of Representatives**

### COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

David W. Arrojo  
*Counsel to the Chairman*

Christopher A. Donesa  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

May 22, 2019

Ms. Courtney Fellows  
Office of the Honorable Christopher Smith  
2373 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Fellows:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Bogota and Medellin, Colombia,<sup>1</sup> scheduled for May 28 to June 1, 2019, sponsored by Woodrow Wilson International Center for Scholars, with financial support from Carnegie Corporation of New York.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$390] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Sergeant at Arms (SAA) for a safety and security briefing prior to your departure. SAA may be reached at (202) 226-2044 or [ohsstaff@mail.house.gov](mailto:ohsstaff@mail.house.gov). House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.



If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Theodore E. Deutch'.

Theodore E. Deutch  
Chairman

A handwritten signature in blue ink, appearing to read 'Kenny Marchant'.

Kenny Marchant  
Ranking Member

TED/KM:mso





Woodrow Wilson  
International  
Center  
for Scholars

**Wilson Foreign Policy Fellowship Program  
2019 Congressional Staff Delegation to Colombia  
*May 28, 2019 – June 1, 2019***

**TUESDAY, MAY 28TH**

**PARTICIPANTS TRAVEL TO BOGOTÁ, COLOMBIA**

2:45 PM                      **DEPART WASHINGTON DULLES – AVIANCA #247**

7:24 PM                      **ARRIVE BOGOTA AIRPORT**

8:45 PM                      **HOTEL CHECK-IN**  
LOCATION: HOTEL ROSALES PLAZA  
CALLE 72 # 5-47, BOGOTÁ, CUNDINAMARCA, COLOMBIA

***OVERNIGHT: BOGOTÁ, COLOMBIA***

**WEDNESDAY, MAY 29TH**

**BOGOTÁ, COLOMBIA**

**FOCUS: PEACE PROCESS IMPLEMENTATION, VENEZUELAN MIGRATION, COUNTER-NARCOTICS  
ATTIRE: BUSINESS CASUAL (WEAR COMFORTABLE SHOES)**

8:00 AM                      **DEPARTURE FROM HOTEL – MEET IN LOBBY**

8:00 – 8:45 AM              **TRAVEL TO U.S. EMBASSY BOGOTÁ**

8:45 – 9:00 AM              **SECURITY POST I (BADGES)**  
LOCATION: U.S. EMBASSY BOGOTÁ  
CL. 24 Bis #48-50

9:00 – 10:00 AM              **CHARGÉ D'AFFAIRES GREETING AND COUNTRY OVERVIEW**  
LOCATION: NEW YORK CONFERENCE ROOM  
TOPICS: PEACE IMPLEMENTATION BRIEFING (POL, USAID); COUNTER-  
NARCOTICS BRIEFING (INL, DEA, USAID); MIGRATION BRIEFING (POL,  
PRM, USAID)

10:00 – 10:20 AM              **TRAVEL TO BUS TERMINAL SALITRE**

AGENDA DATE: May 24, 2019

\* Indicates meeting organized by the Wilson Center directly





- 10:20 – 11:15 AM **VISIT BUS TERMINAL SALITRE TO SEE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) MIGRANT REFERRAL CENTER AND INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM) TRANSPORTATION AND MEDICAL SERVICES, JOINED BY MAYOR'S OFFICE OFFICIALS**  
LOCATION: MODULO 5, LOCAL 124, SUPER CADE, DG. 23 #69A-55  
SITE OFFICER: PATRICIA AGUILO
- 11:15 AM – 12:00 PM **TRAVEL TO UNHCR**
- 12:00 – 1:30 PM **WORKING LUNCH WITH UNHCR, IOM, AND THE WORLD FOOD PROGRAM\***  
LOCATION: UNHCR, CALLE 71, #12-55  
POC: PRM  
(CATERING FOR 22 PEOPLE ARRANGED BY UNHCR AND PAID FOR BY WILSON CENTER)
- 1:30 – 2:00 PM **TRAVEL TO UN MISSION IN COLOMBIA**
- 2:00 – 3:00 PM **MEETING WITH RAUL ROSENDE, UN VERIFICATION MISSION\***  
LOCATION: UN MISSION IN COLOMBIA, CALLE 95 #13-35, TORRE B  
POC: ANDREW LEAHY, +57.310.242.0294
- 3:00 – 3:30 PM **TRAVEL TO USAID JUSTICE FOR SUSTAINABLE PEACE PROJECT OFFICE**
- 3:30 – 4:30 PM **MEETING WITH TRUTH COMMISSION AND MISSING PERSONS UNIT**  
LOCATION: USAID JUSTICE FOR SUSTAINABLE PEACE PROJECT OFFICE  
CRA. 7 #74-56, PISO 16  
SITE OFFICER: AMALIA ERASO, +57.320.458.9615
- 4:30 – 5:00 PM **TRAVEL TO HOTEL ROSALES PLAZA**
- 5:00 – 7:00 PM **NO PROGRAMMING**
- 7:00 – 9:00 PM **EVENING MEETING: JUAN FORERO AND/OR KEJAL VYAS (WALL STREET JOURNAL), ALFONSO CUÉLLAR (SEMANA), MARÍA VICTORIA LLORENTE (FUNDACIÓN IDEAS PARA LA PAZ); JUAN ESTEBAN LEWIN (LA SILLA VACIA)\***  
LOCATION: HOTEL ROSALES PLAZA
- 9:00 PM **END PROGRAMMING**

**OVERNIGHT: BOGOTÁ, COLOMBIA**





## **THURSDAY, MAY 30TH**

### **BOGOTÁ AND MEDELLIN, COLOMBIA**

**ATTIRE: BUSINESS**

- 8:00 AM – 9:15 AM **BREAKFAST IN HOTEL WITH NORWEGIAN REFUGEE COUNCIL**  
LOCATION: HOTEL ROSALES PLAZA  
SITE OFFICER: WARD MILLER
- 9:30 – 10:30 AM **TRAVEL TO CASA DE NARIÑO**
- 10:30 – 11:30 AM **MEETING WITH FELIPE MUÑOZ, PRESIDENTIAL COUNSELOR FOR THE COLOMBIA-VENEZUELA BORDER\***  
LOCATION: CASA DE NARIÑO, CRA. 8 #7-26  
POC: JAMES MOSHER, +57.320.347.3010
- 11:30 AM – 12:30 PM **MEETING WITH EMILIO JOSE ARCHILA, HIGH COUNSELLOR, STABILIZATION\***  
LOCATION: CASA DE NARIÑO, CRA. 8 #7-26  
POC: EMILY WANN, +57.323.208.6759
- 12:30 PM **DEPARTURE TO BOGOTÁ AIRPORT**
- 1:15 PM **ARRIVAL AT THE AIRPORT (LUNCH ON OWN)**
- 2:10 PM **DEPARTURE FLIGHT - AVIANCA #9318 (BOG-MDE)**
- 3:30 PM **ARRIVAL IN MEDELLIN**
- 3:30 – 4:15 PM **TRAVEL TO INTERCONTINENTAL HOTEL**
- 4:15 PM **HOTEL CHECK-IN**  
LOCATION: INTERCONTINENTAL HOTEL  
CALLE 16, VARIANTE LAS PALMAS ##28-51
- 4:15 – 6:30 PM **NO PROGRAMMING**
- 6:30 – 8:30 PM **DINNER WITH PRO-ANTIOQUIA AND PRIVATE SECTOR MEMBERS**  
LOCATION: INTERCONTINENTAL HOTEL  
MODERATOR AND SITE OFFICER: NATHALIE RENAUD, +57.313.887.3493  
(PLATED DINNERS FOR 24 PEOPLE, SEATS FOR 23 PEOPLE)

AGENDA DATE: May 24, 2019

\* Indicates meeting organized by the Wilson Center directly

8:30 PM                      **END PROGRAMMING**

***OVERNIGHT: MEDELLIN, COLOMBIA***

## **FRIDAY, MAY 31ST**

### **MEDELLIN, COLOMBIA**

**FOCUS: PEACE IMPLEMENTATION AND VENEZUELAN MIGRATION**

**ATTIRE: CASUAL (WEAR COMFORTABLE SHOES)**

- |                     |   |
|---------------------|---|
| 7:45 AM             | <b>DEPART HOTEL – MEET IN LOBBY</b>   |
| 7:45 – 8:30 AM      | <b>TRAVEL TO HEALTH CLINIC</b>  |
| 8:30 – 9:30 AM      | <b>HEALTH CLINIC</b><br>LOCATION: CRA. 84 # 33AA-159, BARRIO LAURELES LA CASTELLANA<br>SITE OFFICER: RAJ MARWAHA, +1.202.227.8089   |
| 9:30 – 10:00 AM     | <b>TRAVEL TO COMUNA 5 - BARRIO CASTILLA</b>   |
| 10:00 – 11:10 AM    | <b>COMUNA 5 - BARRIO CASTILLA TO VISIT “LOCAL PEACE INITIATIVES: CONSTRUCTING SAFE AND RESILIENT COMMUNITIES” PROJECT</b><br>LOCATION: CARRERA 69C #92BB-58, BARRIO FRANCISCO ANTONIO ZEA (CASTILLA) ETAPA 4 – MEDELLÍN<br>SITE OFFICER: CAMILA GOMEZ, +57.311.259.8892 |
| 11:10 – 11:30 AM    | <b>TRAVEL TO BOTANICAL GARDEN</b>   |
| 11:30 AM – 12:45 PM | <b>MEETING WITH FORMER CHILD SOLDIERS AND COLOMBIAN AGENCY FOR NORMALIZATION AND REINCORPORATION (ARN)</b><br>LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14<br>SITE OFFICER: SOL GAITAN, +57.320.829.0302;<br>CAMILA GOMEZ, +57.311.259.8892                              |
| 12:45 – 2:00 PM     | <b>LUNCH</b><br>LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14<br>SITE OFFICER: FRANK SO, +57.321.490.0721   |
| 2:00 – 2:30 PM      | <b>MEETING WITH U.N. OFFICE OF THE HIGH COMMISSION FOR HUMAN RIGHTS (UNOHCHR) REGIONAL REPRESENTATIVE</b><br>LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14<br>SITE OFFICER: SOL GAITAN, +57.320.829.0302  |

AGENDA DATE: May 24, 2019

\* Indicates meeting organized by the Wilson Center directly





- 2:30 – 3:30 PM      **MEETING WITH HUMAN RIGHTS DEFENDERS**  
LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14  
SITE OFFICER: SOL GAITAN, +57.320.829.0302
- 3:30 – 4:00 PM      **TRAVEL TO CASA HOGAR SER FELIZ SAS**
- 4:00 – 5:00 PM      **MEETING WITH UNHCR AND RED CROSS**  
LOCATION: CASA HOGAR SER FELIZ SAS: CARRERA 47 #63-36, PRADO CENTRO  
SITE OFFICER: PRM OR FRANK SO, +57.321.490.0721
- 5:00 – 5:30 PM      **TRAVEL TO INTERCONTINENTAL HOTEL**
- 5:30 PM              **END PROGRAMMING – DINNER ON OWN**

***OVERNIGHT: MEDELLIN, COLOMBIA***

## **SATURDAY, JUNE 1ST**

### **MEDELLIN, COLOMBIA**

### **PARTICIPANTS TRAVEL TO WASHINGTON, DC**

**ATTIRE: CASUAL**

- 10:30AM              **DEPART HOTEL – MEET IN LOBBY**
- 10:30 – 11:00 AM    **TRAVEL TO COLVENZ**
- 11:00 AM– 12:00 PM **MEETING WITH COLVENZ (VENEZUELAN-RUN AND FOCUSED NGO)**  
LOCATION: COLVENZ, CRA. 45D #57-12  
SITE OFFICER: FRANK SO, +57.321.490.0721
- 12:00 PM              **TRAVEL TO MEDELLIN AIRPORT (LUNCH ON OWN)**
- 3:09 PM              **DEPART MEDELLIN AIRPORT – AMERICAN AIRLINES #1128**
- 7:45 PM              **ARRIVE MIAMI AIRPORT**
- 9:43 PM              **DEPART MIAMI AIRPORT – AMERICAN AIRLINES #2362**
- 12:15 AM             **ARRIVE REAGAN NATIONAL AIRPORT**



**List of Invitees Wilson Foreign Policy Fellowship Program Trip to Colombia  
May/ June 2019 | House of Representatives**

**Name:** Lara Hopkins

**Title:** Deputy Chief of Staff/ Scheduler, Office of Representative Kathy Castor

**Name:** Cesar Ybarra

**Title:** Legislative Assistant, Office of Representative Andy Biggs

**Name:** Ricardo Terrazas

**Title:** Chief of Staff, Office of Representative Duncan Hunter

**Name:** Katie Morley

**Title:** Legislative Assistant, Office of Representative Steve Womack

**Name:** Courtney Webb Fellows

**Title:** Military Legislative Assistant, Office of Representative Chris Smith

**Name:** Annaliese Davis

**Title:** Press Secretary, Office of Representative Steny Hoyer





**Woodrow Wilson International Center for Scholars  
Foreign Policy Fellowship Program  
Primary Trip Sponsor Form – Additional Responses**

**12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip *and* its role in organizing and/ or conducting the trip:**

The Wilson Center is the sole organizer of the trip. The Wilson Center is a Trust Instrumentality of the US government and was established by an Act of Congress in 1968. The Carnegie Corporation of New York funds the Foreign Policy Fellowship but plays no role in choosing participants, selecting the destination, or designing the itinerary.

The Wilson Foreign Policy Fellowship Program aims to educate Congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the policy challenges and opportunities discussed in the seminars. The focus for this trip is examining through site visits and meetings how the Colombian government has responded to the crisis in Venezuela, the state of US-Colombian relations and how the country counters narcotics.

Our goal is to promote a first-hand understanding of policy issues on the legislative agenda through exposure to the perspectives of key stakeholders. The goal of the fellowship program is deeply rooted in the Wilson Center's mission to "...unite the world of ideas to the world of policy by supporting preeminent scholarship and linking that scholarship to issues of concern to officials in Washington."

The Carnegie Corporation supports the Wilson Foreign Policy Fellowship Program with a grant, one of several Corporation grants aimed at educating Congressional staffers. The Carnegie Corporation shares the Wilson Center's interest in fostering bipartisanship in Congress, as well as in educating lawmakers on critical foreign policy issues.

**15b (2) Provide reason for selecting the location of the event or trip.**

Colombia was selected as the destination for this trip in order to study the current Venezuelan refugee crisis that is occurring across the border. Our meetings will focus on the response of the Colombian government in dealing with the refugee crisis through meetings with the United Nations, Human Rights groups and the World Food Program. Additionally, we selected this trip for its role in counter-narcotics and implementing the nation's peace process with the FARC.